



Instruction

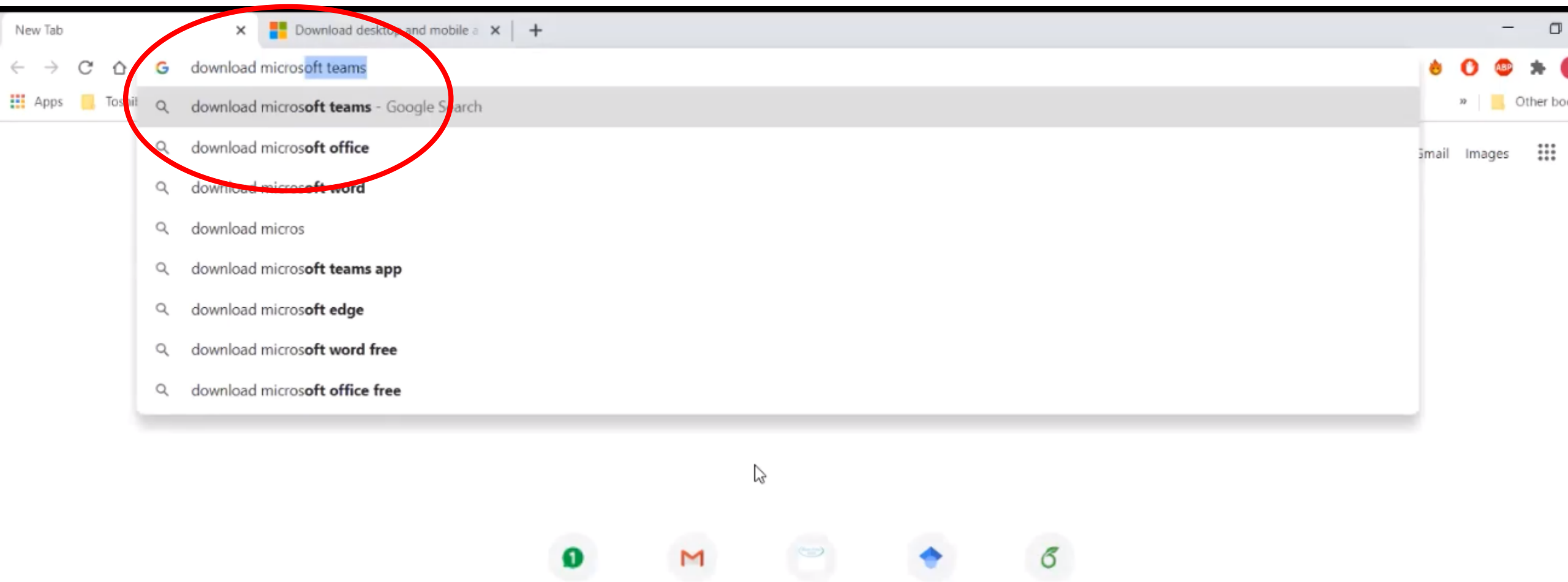
How to download
and login to Microsoft Teams

[Rather watch this instruction as a video? Click here](#)



1. Downloading Microsoft Teams

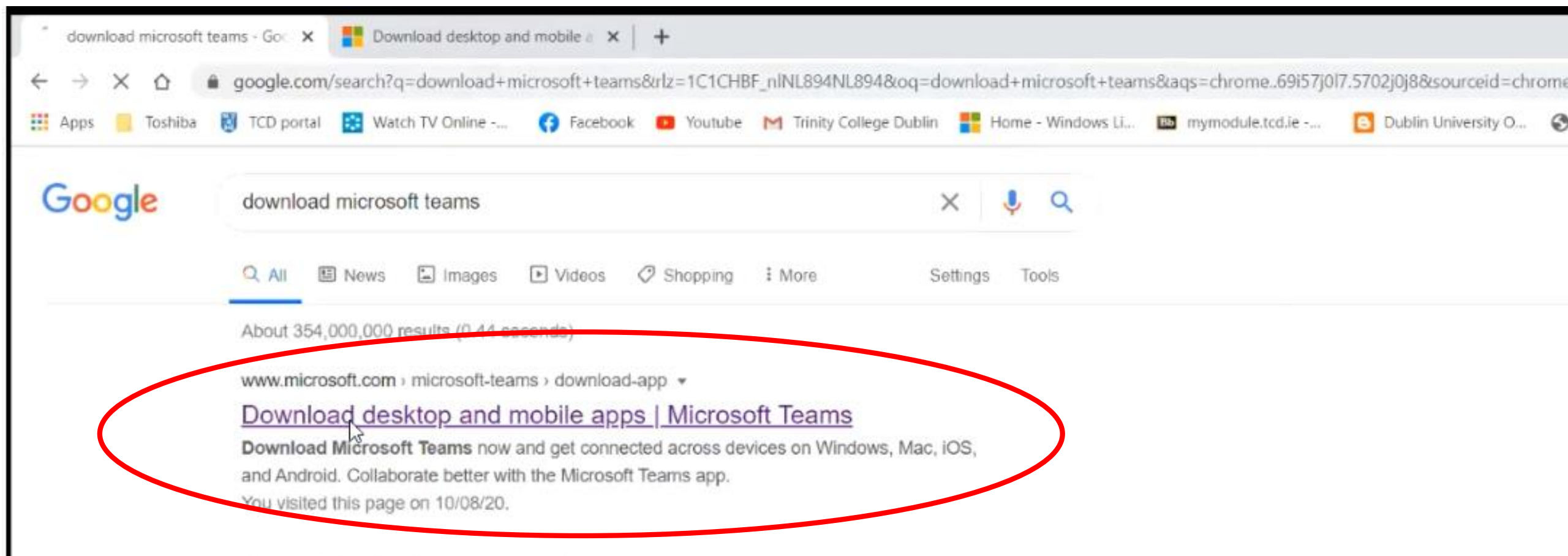
Step one is to get the Microsoft Teams app. **Start by searching in Google 'download Microsoft Teams'.**





1. Downloading Microsoft Teams

The first link that comes up, the Microsoft website, is correct.
Click on it.





1. Downloading Microsoft Teams

On the page that appears you can select 'download for desktop' or 'download for mobile'. We recommend using Teams on your computer, and hence 'download for desktop'. **Click on it.**

Microsoft | Microsoft 365 Microsoft Teams Features Resources Plans and pricing Download Teams All Microso

Now stay connected with family and friends with the new features in the Microsoft Teams mobile app¹. [Learn more >](#)

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

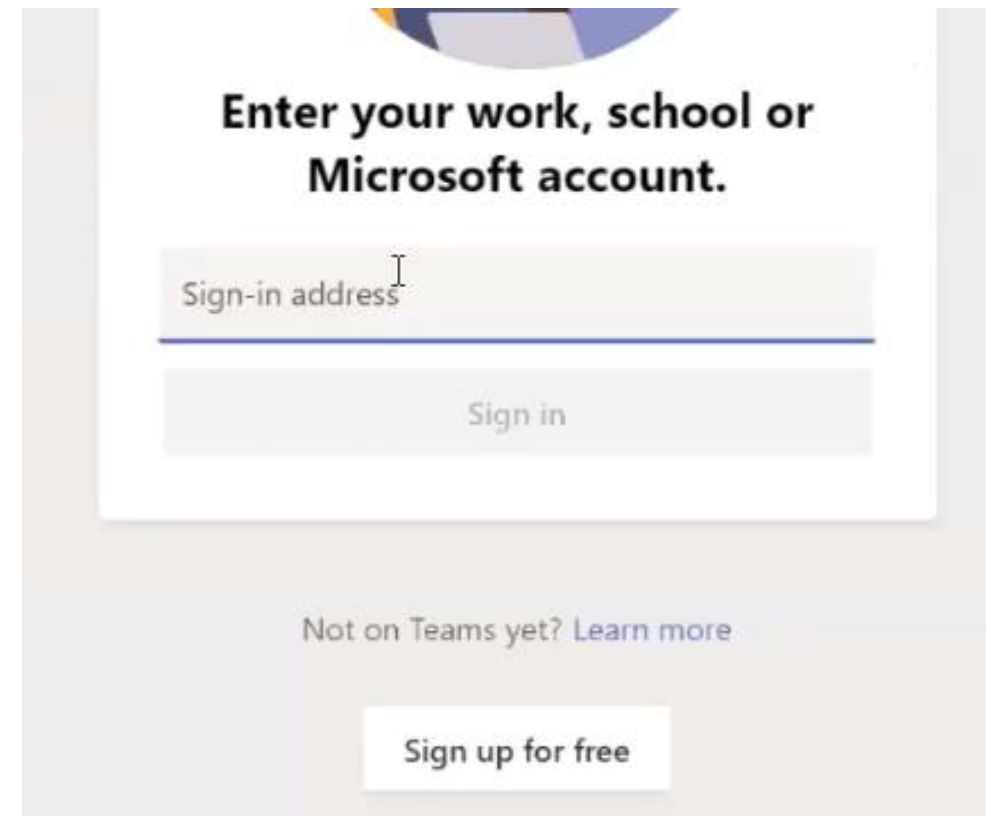
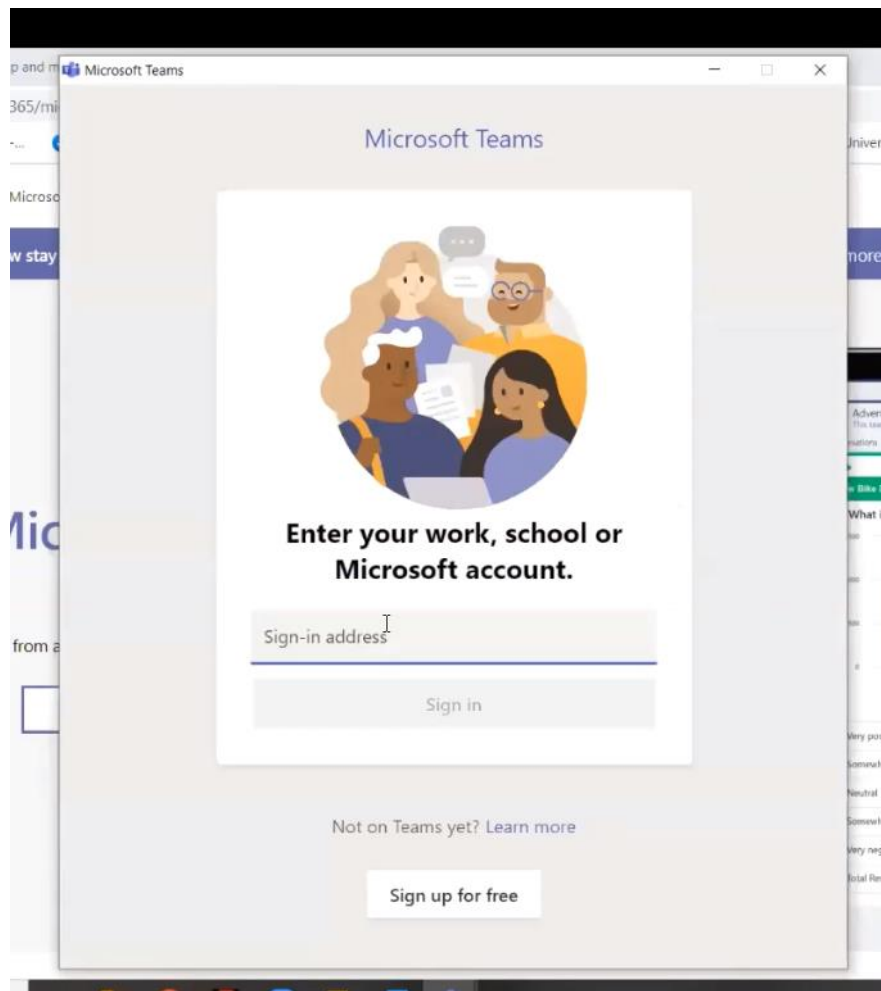
[Download for desktop](#) [Download for mobile](#)

Images showing the Microsoft Teams app interface on a tablet and a smartphone.



2. Logging in to Microsoft Teams

Follow the steps to download and install Teams. When this is completed, open the program. This window appears:





2. Logging in to Microsoft Teams

On the line that says 'sign-in address', **enter your username**. You will be given a username after registering for the conference. It will typically be: yourname.cei2020@sekolahalamdepok.sch.id. After entering your username, **click 'sign in'**.

Enter your work, school or
Microsoft account.

demo.cei2020@sekolahalamdepok.sch.id

Sign in



2. Logging in to Microsoft Teams

A screen comes up where you are asked to enter a password. The standard password is 'Caretakers2020'. **Enter this** (the password will be hidden by dots as you type, to view it click on the eye icon). Then **click on 'sign in'**.

Microsoft

demo.cei2020@sekolahalamdepok.sch.id

Enter password

.....

[Forgotten my password](#)

[Sign in with another account](#)

Sign in



2. Logging in to Microsoft Teams

You are now asked to 'update your password' and create a personal one. First, **enter your current password** on the line that says 'Current password'. This is 'Caretakers2020'. Then, **enter a new password** on the line that says 'New password'. For security reasons, it must contain at least one capital letter and at least one number. **Repeat your new password and click 'Sign in'.**

Microsoft

demo.cei2020@sekolahalamdepok.sch.id

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Enter your current password.

Current password

Enter a new password. [View details](#)

New password

Confirm password

Sign in

demo.cei2020@sekolahalamdepok.sch.id

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

.....

Sign in



2. Logging in to Microsoft Teams

Should you forget your password, it is useful to have a way of getting a new one. You are therefore asked to set up an authentication email. We recommend doing this. The second line is for email, **click on 'set it up now'** to get to the next screen.



demo.cei2020@sekolahalamdepok.sch.id | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. [Set it up now](#)

! Authentication Email is not configured. [Set it up now](#)

finish cancel

! Authentication Email is not configured. [Set it up now](#)



2. Logging in to Microsoft Teams

In this screen, **enter your authentication email**. This is your personal email that you use daily. Should you need a new password, instructions on how to get it will be sent to this email address. Then **click on 'email me'**.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

Enter your personal email here

email me

back



2. Logging in to Microsoft Teams

A verification code has now been sent to the email address you just provided. Open that email and enter the verification code. Then, click on 'verify'.

Authentication Email

Your personal email address

email me

We've sent an email message containing a verification code to your inbox.

Your code

verify

try again

back



2. Logging in to Microsoft Teams

On this next screen you will see that your authentication email has been set up and is ticked green. You can **click on 'finish'**.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.



Authentication Phone is not configured. [Set it up now](#)



Authentication Email is set to: Your personal email [Change](#)

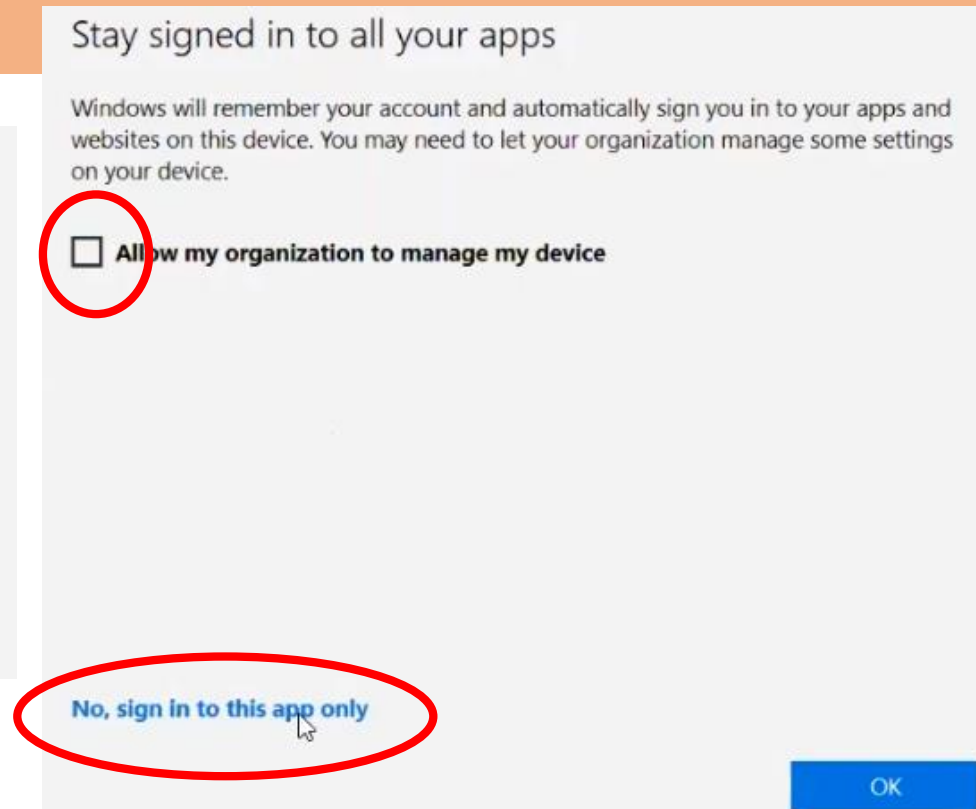
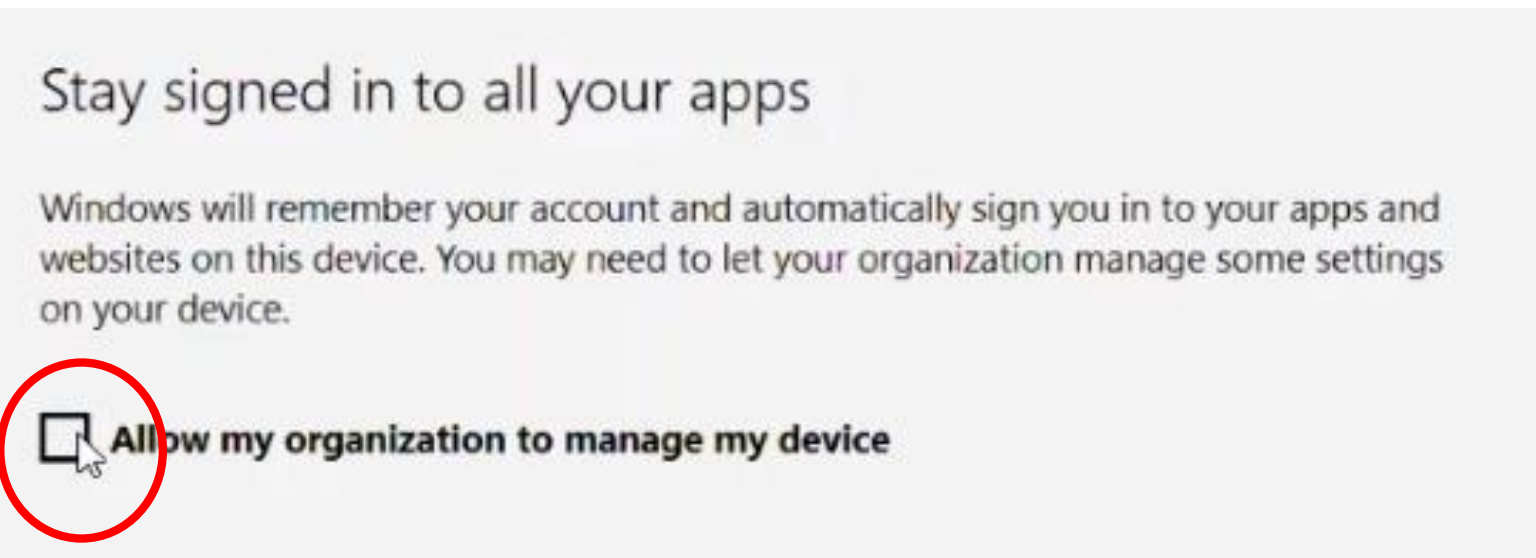


[cancel](#)



2. Logging in to Microsoft Teams

In the screen that you see now, Microsoft is asking you to allow your organization to manage your device. You do not want this with your CEI email address. **Untick the box** by clicking on it, it is now no longer blue. Then, **click on 'No, sign in to this app only'** in the bottom left.

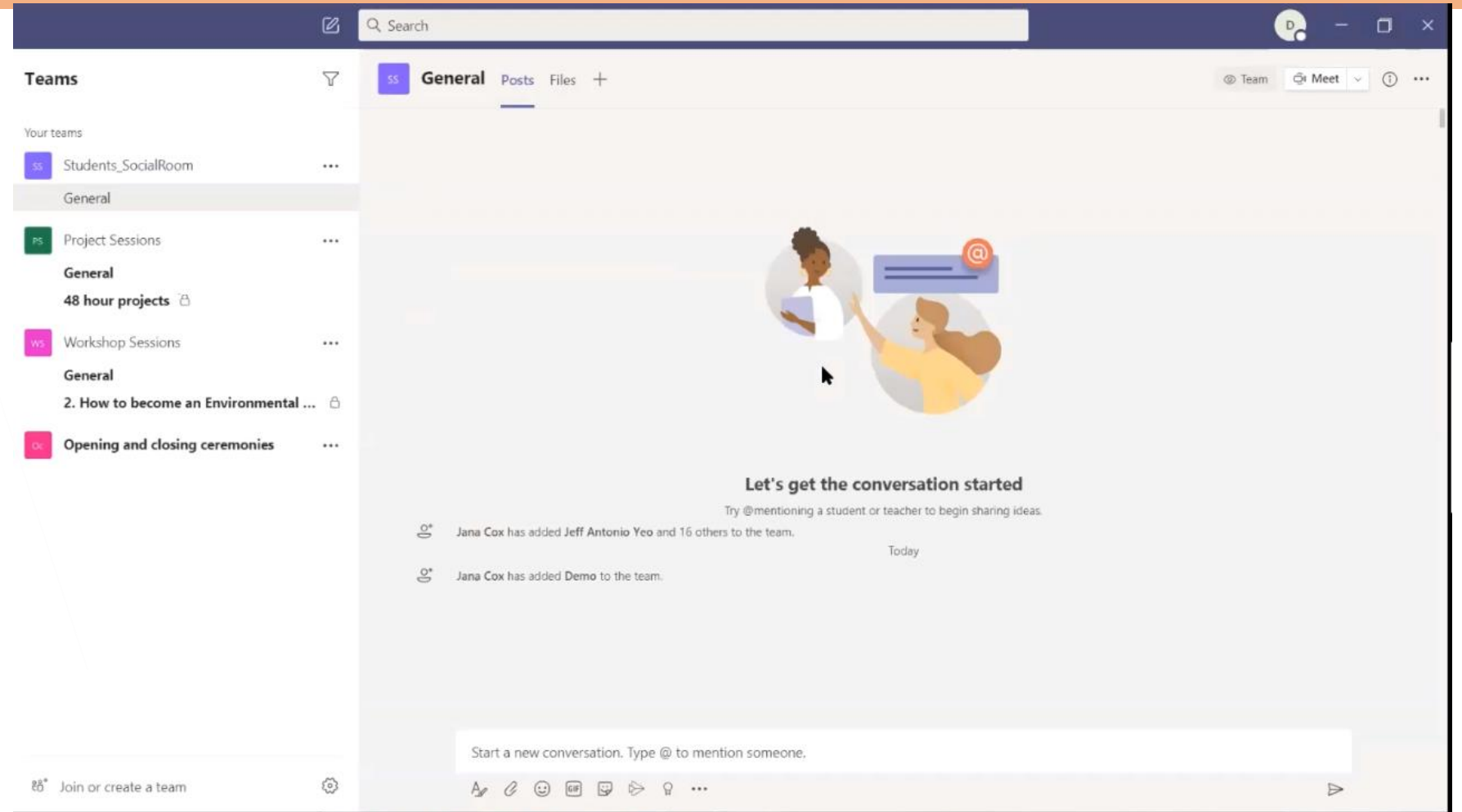




2. Logging in to Microsoft Teams

Congratulations!

Once finished loading, you have access to Microsoft Teams!





The next step: how to use Microsoft Teams?

[Check out other instruction videos here](#)